

**REQUEST FOR PROPOSALS  
FOR  
GROUNDS MAINTENANCE, JANITORIAL SERVICE  
AND PEST CONTROL**

Edgefield County is seeking sealed proposals for the following:

1. Janitorial services (mandatory site visit April 16 @ 9:30AM)
2. Grounds maintenance
3. Pest Control

Qualified vendors are invited to bid on one or multiple services listed above. You may pick up a proposal at the Administration Building, 124 Courthouse Square, Edgefield, SC between the hours of 8:30 AM and 5:00 PM, Monday through Friday or download a copy from our website at [www.edgefieldcounty.sc.gov](http://www.edgefieldcounty.sc.gov). Any questions may be directed to Kathy Flores at (803) 637-4000. Proposals should be obtained prior to April 16, 2008 and are due no later than 12:00 noon on April 30, 2008. Edgefield County is an equal opportunity employer.

**GROUNDS MAINTENANCE SERVICES  
PROPOSAL/CONTRACT  
RFP 4-30G-08  
BETWEEN**

\_\_\_\_\_  
(Contractor's/Company's Name)  
AND  
EDGEFIELD COUNTY

\_\_\_\_\_, agrees to provide grounds maintenance services for Edgefield County as described below:

**I. SCOPE OF SERVICES**

\_\_\_\_\_, will provide grounds maintenance services on county properties as listed below and in the manner described herein:

**II. LENGTH OF CONTRACT**

The contract shall be effective July 1, 2008, and will end June 30, 2009, except that there shall be an automatic option to renew for one year. Renewal of the contract is subject to agreement by both parties. The proposals are due no later than noon 12:00 EST April 30, 2008. Effective April through September of each year.

**III. GENERAL TERMS AND CONDITIONS**

1. A current copy of a business license for the Town of Edgefield is required before the contract is signed.
2. Confirmation of a Federal ID Number is required to be on file in the County Administrator's Office.
3. Evidence of a \$250,000 liability service bond is required to be on file in the County Administrator's Office.
4. Proof of Workers' Compensation for all employees is required to be on file in the County Administrator's Office.
5. There shall be no record of any prior convictions for any employees.
6. Any appearance of legal misconduct is cause for immediate termination of the contract.

7. Edgefield County Council reserves the right to cancel the contract at any time with a thirty-day written notification.
8. The contractor will furnish all equipment and supplies needed to fulfill this contract.
9. The Edgefield County Administrator or his designee shall determine whether a company possesses sufficient equipment and personnel to execute this contract.
10. Edgefield County, through its Administrator, requires three letters of reference in evaluating companies proposing to fulfill this contract. Such references must be from companies or other entities for which the contractor has done work on a similar scale as required by this contract. The County's prior experience with a contractor may be substituted for letters of reference.
11. A review of all Edgefield County properties covered by this contract is a prerequisite to submitting a proposal for this grounds maintenance contract.
12. Contractor prices given for this proposal/contract are good for 90 days and the life of any contract signed, including the renewal option period if exercised. The cost of providing this proposal will be borne by the contractor. Edgefield County reserves the right to reject any proposal and may waive technicalities.
13. Edgefield County shall review the qualifications and equipment of all companies submitting bids/proposals and reserves the right to disqualify companies based on qualifications, equipment and other factors.

#### **IV. SCHEDULE OF BUILDINGS**

1. Agricultural Building
2. Courthouse (all levels)
3. Department of Social Services ( DSS )
4. Magistrate Building
5. Health Department
6. Neighborhood Center
7. Council Chambers (225 Jeter)
8. ECCHO
9. Convenience/Recycling Centers (Eight Centers)
10. EMS Building
11. Industrial Park

#### **V. EVALUATIONS FOR PAYMENT**

Facilities shall be maintained as described in the following technical proposals.

Thoroughness will be evaluated by the County Administrator or his designee. Payment is conditioned upon the County's satisfaction, and upon the work having been ordered by the County. Partial payments may be authorized where work is less than satisfactory.

**A. Bi-Weekly Grounds Maintenance**

Grounds maintenance includes picking up paper, cans, litter, and all debris, cutting grass to a height of 2 ½ to 3 inches and trimming around trees, shrubs, buildings, ditches and other areas not accessible to mowers.

**Indicate per-site bid values for each location and each time (each cutting, etc.)**

Grounds maintenance Courthouse each time	_____
Grounds maintenance Neighborhood Ctr.each time	_____
Grounds maintenance DSS Bldg. each time	_____
Grounds maintenance Health Dept. each time	_____
Grounds maintenance Magistrate Bldg. each	_____
Grounds maintenance Ag. Bldg.each time	_____
Council Chambers (225 Jeter St.)	_____
ECCHO Building each time	_____
Grounds maintenance Convenience Centers:	
Sweetwater each time	_____
Trenton each time	_____
Hwy. 378 each time	_____
Hwy. 430 each time	_____
Georgia Rd. each time	_____
Strom Thurmond each time	_____
Hwy. 191 each time	_____
Hwy. 225 South	_____
EMS Building each time	_____
Industrial Park each time	_____
<b>Total Bi Weekly Cost (per cutting)</b>	_____
<b>Total Annual Cost of Bi-Weekly Grounds Main.(Bi-Weekly x 14</b>	_____ _

**\_\_B. Monthly Edging of Curbing and Sidewalks (April – Sept.)**

Edging sidewalks and curbing includes edging to remove grass

and weeds from sidewalks, curbs, and cracks in sidewalks  
with edging machine.

**Indicate monthly per-site bid values for each technical proposal listed below**

Edging Courthouse grounds each time	_____
Edging Neighborhood Ctr. grounds each time	_____
Edging DSS grounds each time	_____
Edging Health Dept. grounds each time	_____
Edging Magistrate grounds each time	_____
Edging Ag. Bldg. grounds each time	_____
Edging Council Chambers grounds each time	_____
Edging ECCHO Bld grounds each time	_____
Edging ECCHO Bldg. grounds each time	_____
Industrial Park right of ways	_____

<b>Total Monthly Cost of Edging</b>	_____
<b>Total Annual Cost of Edging (Monthly X 6)</b>	_____

**C. Quarterly Pruning of Shrubs and Trees**

Pruning shrubs and ornamental trees includes cutting back of  
Shrubs, pruning ornamental trees and removing debris, as per  
Instruction of County Administrator or his designee.

**Indicate per-site, per quarter bid values for each technical proposal listed below**

Pruning Courthouse shrubs each time	_____
Pruning Neighborhood Ctr. each time	_____
Pruning DSS shrubs each time	_____
Pruning Health Dept.shrubs each time	_____
Pruning Magistrate bldg. shrubs each time	_____

Pruning Agricultural Bldg. shrubs each time \_\_\_\_\_

Pruning ECCHO Bldg. each time \_\_\_\_\_

**Total Quarterly cost** \_\_\_\_\_

**Total Annual cost** \_\_\_\_\_

**D. Bi-Monthly Weeding and Mulching  
(April through September)**

Mulching and spraying of plant beds including hand removal of weeds and grass from plant beds (pull out roots); spraying of herbicide to kill vegetation; application of 4-6 inches of mulch to maintain beds.

**Indicate per-site, bi monthly bid values for each technical proposal listed below**

Mulching & spraying beds at Courthouse each time \_\_\_\_\_

Mulching & spraying beds at Neighborhood Ctr.  
each time \_\_\_\_\_

Mulching & spraying beds at DSS Bldg. each time \_\_\_\_\_

Mulching & spraying beds at Health Dept. each time \_\_\_\_\_

Mulching & spraying beds at Council Bldg. each time \_\_\_\_\_

Mulching & spraying beds at Agricultural Bldg. each  
Time \_\_\_\_\_

Mulching & spraying Industrial Park right of ways \_\_\_\_\_

\*Grounds maintenance Convenience Centers:

Sweetwater each time \_\_\_\_\_

Trenton each time \_\_\_\_\_

Hwy. 378 each time \_\_\_\_\_

Hwy. 430 each time \_\_\_\_\_

Georgia Rd. each time \_\_\_\_\_

Strom Thurmond each time \_\_\_\_\_

Hwy. 191 each time \_\_\_\_\_

Hwy. 25 South each time \_\_\_\_\_

\* herbicide must be sprayed along the perimeter of paved surfaces at convenience cent.

**Total Bi-Monthly Cost** \_\_\_\_\_

**Total Annual Cost of** (Bi-Monthly x 3) \_\_\_\_\_

### **Maintenance and Appearance Improvement Recommendations**

The contractor shall be responsible for recommending correct types and amounts of additional chemicals (over and above those required amounts. Irrigation, and other maintenance not herein specified that may be needed to preserve the good health and appearance of all locations covered in this contract. High visibility areas, such as the Governmental Building Council Chambers, Courthouse, Neighborhood Center, etc., must be given extra attention in this regard. Items and improvements that would result in extra expense should be brought to the Administrator's attention for fiscal consideration in advance of being performed.. Edgefield County is dedicated to continually improving the appearance of its facilities and grounds. The contractor will be integral to this endeavor.

### **VI. COMPENSATION**

Edgefield County agrees to pay \_\_\_\_\_ the amounts agreed upon in its proposal. Work is to be performed and paid for as requested by the Edgefield County Administrator or his designee. If grounds maintenance work is deemed to be unsatisfactory, the contractor is held responsible for bringing its work up to an acceptable condition. Payment may be withheld where work is considered unsatisfactory. The amount of work requested is at the discretion of the County Administrator or his designee. The estimated annual cost for each technical proposal and the overall contract are only estimates of what will be requested. Payment shall be made monthly for work specifically requested and satisfactorily completed. **Expense items related to improved maintenance and enhanced appearance are an expected and an important part of the effort between Edgefield County and the contractor to improve the appearance of the County's property.**

### **ESTIMATED ANNUAL COST OF CONTRACT**

(NOTE: This amount is calculated for budget purposes only. Actual amounts may vary. \_\_\_\_\_)

### **VII. Contractor's Proposal Certification**

\_\_\_\_\_  
(Contractor's Authorized Agent)

\_\_\_\_\_  
(Date)

**VIII. Contract Award (Official Use Only)**

\_\_\_\_\_  
(Contractor's Authorized Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)